



Application for Permit Cancellation or Refund
Department of Planning and Development Review
Bureau of Permits and Inspections

Date: _____

Permit Number: _____ Project Address: _____

Contact Name: _____ Phone# _____

To Whom It May Concern:

I am requesting a cancellation of the above permit due to the following reasons:

If you are requesting a refund, please complete the information below.

Name the refund should be issued to: _____

Mailing Address: _____

VUSBC §107.1.2 Refunds. When requested in writing by a permit holder, the locality shall provide a fee refund in the case of the revocation of a permit or the abandonment or discontinuance of a building project. The refund shall not be required to exceed an amount which correlates to work not completed.

Bureau of Permits and Inspections Use Only - To be completed by the Permit Technician.

Have inspections been performed on the permit (other than extensions, not 109)? Has any work been completed without having an inspection?

- Yes: Contact the customer. Permit can be cancelled but is not eligible to be refunded. Cancel or give to the manager
- No: Place in basket to be refunded

Reviewed By: _____ Circle one: Commercial Residential

Date Reviewed: _____